

# **Minnesota Digital Library Coalition**

Steering Committee Meeting

August 17, 2004

MINITEX Offices

## **MINUTES**

### **Attending**

Michael Fox, Joan Roca, Keith Ewing, Jason Roy, John Butler, Daardi Sizemore, Marian Rengel, Jim Dildine, Mike Kathman, Kathleen Flynn, Wendy Lougee, Eric Celeste, Christine Clements

### **Introduction**

Michael Fox introduced Jim Dildine to the Steering Committee. Jim is the project manager for Minnesota Reflections and the Minnesota Digital Library Coalition. He began work August 16, 2004. His office will be at the Minnesota History Center in St. Paul. His primary responsibility is identifying participants in Minnesota Reflections. He will be working with Minnesota Historical Society outreach staff Tim Glines and David Grabinski in fulfilling this responsibility. (MHS has donated one day a week of their time as an in-kind match to this grant project.)

### **Annual meeting**

The meeting will be held Monday, October 25, 2004, at the Minnesota History Center. Daardi Sizemore shared a draft of the meeting plan. Discussion focused on content of breakout sessions and who will moderate and present at those sessions. Ideas included:

- Demonstrating CONTENTdm
- Metadata and Western States training
- Selling in the online environment
- Minnesota Reflections

Registration will be between 8 and 9 a.m., with the meeting ending at about 3:45 p.m.

### **Issues related to project manager's work**

- Scanning – who, where how?
- Data ingestion & metadata
- Training
- Minnesota Library Association (conference in Duluth in October)
- Image selection
- Communication
- Web site (content and development)
- Membership (in MDLC)
- Other information Jim critically needs.

## **Scanning**

Eric Celeste said that the UofM is ready to scan. He also reminded the group that one way a participating organization demonstrates interest in MN Reflections is providing the metadata.

John Butler raised the issue of metadata ingestion with CONTENTdm. We have 50 client seats we can distribute for metadata ingestion.

## **Data ingestion/metadata**

Discussion turned to the process Jim will need to explain metadata development, ingestion and submission. John suggested that Jim will have to do some assessment of a participant's needs and abilities and suggested the MDLC develop a list of questions to help Jim do that assessment. Mike Kathman also suggested that we need to assess the ability level of the organization to work within CONTENTdm. Discussion continued concerning how to best work with participants: distributing the CONTENTdm software, creating a spreadsheet into which people enter that data and then MDLC personnel input that information into CONTENTdm. This would require someone creating a very simple spreadsheet for participants to use. That will in turn require training of these participants in using the spreadsheet.

Mike emphasized that the MDLC and working with CONTENTdm and developing metadata is an inventory tool for the participants and an access tool for the people of Minnesota.

Discussion then turned to controlled vocabularies and the words people will enter into the spreadsheet fields. Some fields the MDLC wants to control, such as geographic names. Jason Roy informed the group of the Minnesota Historical Society's Minnesota Place Names database. A consensus of nods suggested this would be the controlled vocabulary for Place fields in the spreadsheet.

Kathleen Flynn, who has been representing the St. Paul Public Library on the Steering Committee since its beginnings, informed the group that that she used to be a library cataloger and that she'd be very interested in volunteering some of her time inputting metadata. Michael and Jason also said that an MHS volunteer they know is a retired librarian who might be willing to help with that task as well.

Mike pointed out that CONTENTdm comes with a huge controlled vocabulary. Others suggested the thesaurus created by the Visual Resources Association (VRA), the subset of the Library of Congress terms for photographs, and the Art & Architectural T??? (AAT) thesaurus.

Eric suggested that volunteer help would be valuable to cleaning up metadata provided by participating organizations, which would require editing of the metadata. We could provide the necessary books, such as the Library of Congress photographic vocabulary, which is also available online.

Eric reminded all that metadata needs to include a unique name to attach to the photo and the metadata. Mike asked if each collection would be separate within CONTENTdm. The answer is yes, and he further suggested that the unique name center on the organization. Michael suggested the MDLC use the U.S. code for organizations, which we can get from the Library of Congress.

Keith Ewing will investigate if the Tech Committee that was part of the early Minnesota Digital Library structure worked on naming. Mike volunteered Miranda Novak to work on the Tech Committee.

### **Scanning (resumed)**

What equipment do we have for scanning? It is NOT mobile! SCSU has a laptop, but Jim Dildine is now using it. We have a 17x24 inch flatbed scanner. This equipment is located in the St. Cloud State University Archives, part of the library at SCSU.

The MDLC standards for scanning are those developed by Western States and adopted by the MDLC.

UofM and MHS are prepared to do scanning. Eric suggested we work up to capacity and if more is needed discuss again developing resources at SCSU. Keith said he would need to discuss this with Kristi Tornquist.

Marian Rengel, grant coordinator, will develop purchase orders with UofM and MHS for digitizing projects. Eric and Jason will send Jim and Marian descriptions of their organizations' scanning labs.

John asked who is going to make sure that images that have already been scanned by organizations meet the standards established by the MDLC. This will be Jim's responsibility.

Kathleen asked what liability the MDLC has for materials when they are in members' possession. Michael Fox and Eric Celeste feel that their organizations are covered for this liability, that they can advise participants of how to pack and deliver collections. Michael said MHS treats objects as incoming loans and as loans they are covered by MHS's insurance policies. Eric will check on UofM policies on this question.

Jim raised staging issues. Participants need to have metadata in before the scanning can begin. We'll need CONTENTdm working first. We'll need the spreadsheet for entering metadata first.

### **Image selection**

Jim will work with the Management team for selection and approval. John pointed out that Jim's task is content recruitment.

### **Training**

What training will we provide and for whom? Suggestions included: metadata practices, particularly with using the spreadsheet (discussed above); internal training so we can teach ourselves and others, CONTENTdm training,

The committee agreed that the MDLC members need training before we can train others.

### **JPEG2000**

An image capture software package, works with CONTENTdm. Replaces MrSID in the MHS complex digital objects prototype project.

### **Communication**

Develop the Web site more fully.

MDLC members are scheduled to present info on the project at the Minnesota Library Association Annual Meeting at 1:45 p.m., Oct. 6, in Duluth. They will have 75 minutes. Suggestions for topics included: Keith updating the audiences on where we are and where we've been; Kristi Tornquist could update the presentation she made in the spring to Wisconsin Library

Services (WiLS); Jim could make a recruitment presentation and update on projects we are doing for Minnesota Reflections; we could invite a participant to talk about his/her organization's project; we could demonstrate a project to establish that we are not "vaporware." Members recommended inviting Steve Harsin from the Iron Range Research Center to join the MDLC team.

### **Other presentations**

Eric Celeste, Keith Ewing and Bob Horton from MHS are scheduled to present at the Museum Computer Network meeting Nov. 10 at the Minneapolis at convention on collaboration for digitization.

The MDLC included \$1,500 of funding support for the Nov. 7 MINERVA conference. John Butler will tell planners to request those funds.

### **MDL Membership**

Daardi Sizemore drafted a document to establish membership in the Minnesota Digital Library. Discussion followed. Mike Kathman questioned the value of being a member. Ideas included: direct involvement in creating and developing the MDL; helping develop initiatives, creating priorities for the MDL.

Christine Clements questioned the MDLC's reason for seeking members. Answers included: it is a way of broadening the MDLC's image and sharing information.

John Butler suggested the committee think of membership in terms of levels: participant, contributor, etc. Others supported this tiered approach.

Daardi will revise and continue to develop this document.

### **CONTENTdm and licensing**

John reported that he heard from OCLC on Friday concerning response UofM sent to them six weeks earlier. The MDLC is still concerned about who the "authorizing user" is and what that means for an organization participating in the MDLC. Ownership rights to the metadata are still a concern, too. A question arose concerning our obligation to give/send metadata to OCLC, if we are a "hosted" model or not. John will continue to work with OCLC.

Mike Kathman pointed out that CONTENTdm is not yet a Unicode supported program.

### **Next MDLC Steering Committee:**

10 a.m. to 2 p.m., Friday, September 24, 2004, MINITEX offices

Notes by Marian Rengel (8/17/04)